



ADMINISTRATIVE PROCEDURES

No. 604.4

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EXPENSE REIMBURSEMENTS

1. Because the District benefits from participation of Administrators in community activities, specifically community service clubs, District Administrators will be reimbursed for annual membership dues and meal costs (breakfast, lunches, dinners). Costs such as "fines" and other non-regular costs will not be reimbursed.
2. Organizations included would be the generally accepted community service club organizations, not fraternal groups or other special organizations.
3. Administrators may be reimbursed for actual and necessary expenses when such expenses are incurred in the course of performing direct services for or on behalf of the District.
4. Administrators, as used above, include the Superintendent/President, Vice Presidents, Deans, and Directors, subject to approval by the Superintendent/President.
5. Reimbursements will be made by using the In-District Monthly Travel Reimbursement Claim form.

Adopted: August 4, 1982
Revised: September 5, 1984
November 2, 1988
November 7, 2006